

The Mad Hatter

A Douglas College Newsletter

APRIL 23, 1981

Library

INTERLIBRARY LOAN SERVICES (ILL)

Interlibrary loan service between Douglas and Kwantlen will officially begin on May 4, 1981. The speed with which interlibrary loan requests are completed will depend greatly on the courier schedule that is established between the two institutions.

Because Douglas and Kwantlen will soon be exchanging materials on an interlibrary loan basis, rather than intercampus, the libraries will be required to pay for each request; therefore, it is recommended, whenever possible, that you borrow in-person rather than rely on interlibrary loan.

The fee structure does not apply to the requesting of films and video materials.

Kwantlen will participate in ILL with other institutions, effective May 4, 1981. There will be no disruption in service.

ILL at Douglas will eventually be established at Coquitlam. Since this is a new service unit that has to be established at Douglas from May 4 to approximately July 3. This suspension of service will allow time to arrange the necessary equipment and hire and train additional staff. Notification of the resumption of a full ILL service at Douglas will be printed in the Mad Hatter.

.....Janice Friesen

Because of departmental professional development, the New Westminster and Coquitlam campus Libraries will be closed Wed. & Thur. May 13 & 14. If it is essential that you have access to the Libraries on those days, please contact Mary Matthews (NW) or Ralph Stanton (Coq.) and arrangements will be made.

.....Virginia Chisholm

Events

Communications/Listening Skills Workshop.

"I know that you believe you understand what you think I said but I am not sure you realize that what you heard is not what I meant."

The Personnel Development Committee of B.C.G.E.U. local 59 (Douglas/Kwantlen College) is pleased to present the following workshop - for those of you who understood the above and for those of us who know we didn't.

DATES: Mon. May 11, & Wed. May 13.

TIME: 7:00 - 9:00 p.m.

PLACE: New Westminster Campus
(8th & McBride) Room # 708

WORKSHOP LEADER: Sheenah Andrews

Workshop Description

Sheenah Andrews has had extensive experience in communications. In the past she has been a teaching assistant in the English Dept, at SFU, and has taught Communications in the Therapeutic Recreation Dept, at Douglas College. Sheenah is presently a free-lance writer.

The workshop will provide us with a general introduction into interpersonal communications, followed by an intensive session in listening skills which will include: attending skills, questions, empathy, paraphrasing & summarizing.

Please call Barbara Edwards, before May 4, at 524-0371, if you plan to attend the workshop. (Maximum capacity is 20 people).

Update

DOUGLAS COLLEGE MANAGEMENT GROUP

CONFIRMATION OF APPOINTMENTS

Letters have been sent to personnel in the Library, Registrar and Counselling Divisions confirming appointments. These appointments in large measure confirm the status quo and do not in anyway prevent employees from applying for vacancies which may occur as a result of the administrative re-organization taking place.

We wish to assure employees in other divisions who have not been issued letters that as soon as structures are clarified, positions identified, and employees preferences received, appointments will be confirmed as quickly as possible following any necessary selection processes.

Canadian content in education

The Centre
for Canadian Studies
Canadian Content
with
Margaret Atwood

Friday, May 15, 1981
3:30 p.m.
Surrey Campus Cafeteria
Kwantlen College

Sponsored by
Douglas College
and
Kwantlen College

Invitation

CANADIAN STUDIES/CANADIAN CONTENT

Margaret Atwood, novelist, poet and literary critic will be at Kwantlen College, Surrey Campus to give a short literary reading at an inaugural event for the Centre for Canadian Studies/Canadian Content.

Atwood will be participating with the Centre in a discussion on "Canadian Content in Education."

The topic of discussion will be: How valid is canadian content in education? To what extent do colleges, universities and other learning institutions use canadian content? Why is it important that they use canadian content?

Everyone is welcome to this discussion, on May 15 at 3:30 p.m. which will be held in the college's cafeteria.

Stress

Stress Reduction Exercises

MUSCLE RELAXATION

Loosen any tight clothing, find a comfortable position, close your eyes and relax, concentrate on your toes, move them, let them go limp. Think about your feet, flex the muscles in your feet, relax your feet.

Concentrate on your ankles, stiffen them, relax them. Continue in this fashion to shins, knees, thighs, legs, seat, stomach, chest, back, shoulders, arms, elbows, wrists, hands, fingers, neck, head mouth, eyes, nose, cheeks.



One of the best relaxation exercises is LAUGHTER.

Purchasing

1981/82 TEACHING SUPPLIES

To: All Departments
From: Purchasing Department

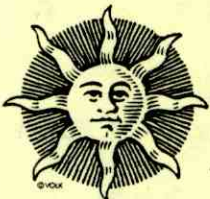
Please submit your requirements for teaching supplies to the Purchasing Department as soon as possible. Where feasible/practical your requisitions should cover teaching supplies for the full year to take advantage of current and quantity pricing and to facilitate ordering of supplies before the implementation of new Federal Sales Tax rulings.

The Purchasing Department will start tendering departmental requirements as requisitions are received in the department. The ordering will be done as soon after as possible thus ensuring the arrival of the majority of supplies prior to commencement of the fall semester.

THE "SCUTTLEBUTT" - REST IN PEACE

April 1, 1981, Volume 2, No.2 - the last edition of the New Westminster Campus news and gossip sheet, the "Scuttlebutt". Management Committee has recommended that from now on, all such information be published in the Douglas College newsletter "The Mad Hatter".

Please watch future editions of the newsletter for announcements from Management Committee, as well as all the usual news and views.



SUMMER SCHOOL

Gordon Gilgan, Dean of Academic Studies has been named Administrator of Reference for Summer School.



SHEILAH THOMPSON TRIES FREE-LANCING

Dr. Sheilah Thompson, formerly Director of Counselling & Student Services, and Director of Health Services for the College, has decided to try a year at free-lance consulting.

For the past three years. Sheilah has been on secondment from Douglas College, working as coordinator of Human & Health Services for the Ministry of Education.

Rather than apply for assignment in Douglas College or Kwantlen this year, she has requested, and been granted leave for the period September 1, 1981 to August 30, 1982 in order to try free lance consulting in the post-secondary education area in the province.

Until she goes on leave, she will be carrying out projects for Kwantlen and Douglas Colleges.

She is already at work for Kwantlen on a needs assessment in the Early Childhood education area and on curriculum development models.

Until she goes on leave, she is responsible to Ed Redmond, Dean of Applied Programs, in Douglas.

Our very best wishes for an exciting and fulfilling year go with Sheilah.

DIRECTOR, MAPLE RIDGE CENTRE

As a result of a very significant meeting held with the District Superintendent of Schools for Maple Ridge, Mr. E.A.Killough, and Jim Doerr's absence last week, the announcement regarding the appointment of the Director of the Maple Ridge Centre was delayed. It is expected that the appointment will be announced soon.

Employment Opportunities



Kwantlen College

COORDINATOR: Graphic and Visual Design
Program and Communications
Program

LOCATION: Surrey Campus, Newton Centre

The incumbent will be responsible for the coordination of the Graphic and Visual Design Program and the Communications Program. The successful candidate must possess demonstrated leadership and administrative skills with at least five years related experience.

The coordinator will:

- Possess good managerial skills;
- Assist in the coordination and implementation of curricula;
- Teach and coordinate the program on a time release which will be determined;
- Ensure programs meet all standard requirements of the College;
- Monitor and aid in the preparation of the budget and make necessary recommendations.

Salary, based on the Faculty Scale, will be commensurate with education and experience. The College also provides an attractive benefit package.

Projected appointment date for this position is May 15, 1981.

Please apply in writing quoting Competition No. 81-668 to: Kwantlen College

Personnel Department
P.O. Box 2503
New Westminster, B.C.
V3L 5B2

Closing date for applications is April 24,



douglas college

requires

COMMUNITY PROGRAMMER (Temporary
Full-time)

LOCATION: Royal Columbian/Douglas
College Education Centre

The incumbent will be responsible for planning, organizing, staffing and evaluating educational programs for health practitioners and the public. The successful candidate must possess demonstrated leadership and administrative skills with at least two years related experience.

Salary based on the Faculty Scale, will be commensurate with education and experience. Douglas College provides an attractive benefit package.

Projected appointment date for this position is May 1, 1981 - April 30, 1982.

Please apply in writing quoting Competition #81-667 to:

Douglas College, Personnel Dept.,
P.O.Box 2503, New Westminster, B.C.
V3L 5B2. Closing date for applications April 24, 1981.

COMMUNITY PROGRAMMER (Temporary
Full-time)

LOCATION: Educational & Student
Services Division - Agnes Street

The incumbent will be responsible for determining the need for non-credit educational services in the assigned subject area(s) on a college-wide basis and for the planning, development and implementation of courses and programs to meet these needs. The successful candidate must have the ability to evaluate accurately the contribution being made and the potential contribution to be made by Douglas College through community programs & services programming in the subject area(s)

Competition #81-666. Closing date for application April 24, 1981

Correction

Last weeks issue showed the wrong local for Ken Moore:

it should be local 38

Appointments

STANDING COMMITTEES

In order to ensure that all standing committees continue operating, the following have been named Administrators of Reference. They will call the committees back into action, although it is not the intention of Management Committee that they necessarily remain in this capacity permanently.

Education Leave - Gordon Gilgan
Faculty Development - Gerry DellaMattia
Labour/Management (both BCGEU & DCFA)
- Bill Morfey (September 1, 1981)
Education & Training (BCGEU) - Gerry DellaMattia
Professional Development - Jim Doerr

LOCATION OF PROGRAMS WITHIN THE ORGANIZATIONAL MODEL

Criminology - placed in the Division
of Academic Studies
Fire Sciences - placed in the Division
of Applied Programs.

Notice

REMINDER!!

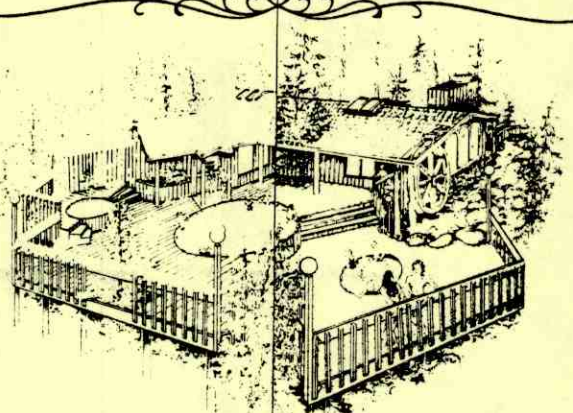
To all faculty members, please get all your Film Booking lists into the New Westminster Audio Visual Dept., by June 30, 1981.

LABOUR/MANAGEMENT

Please note the present Labour/Management committees for the Faculty Assoc., and the BCGEU. will continue until Aug. 31, 1981. Commencing Sept. 1, 1981, each college will establish their own Labour/Management Committee.

Travel

Water in a beautiful way



Open year-round—seven days a week
Swimsuit & towel rental—showers & change rooms
snack & health food bar

CEDAR SPRINGS

Located only six miles from Vernon, on Silver Star Road, is an unique concept in family recreation. Pools of hot mineral water, open to the sights, sounds and scents of the forest.

Come soak in the great outdoors in a Tillicum Valley hideaway.

It's recreation for all four seasons and for every age.

NATIONAL SECRETARIES WEEK

"The card shops, florists and restaurants benefit most from National Secretaries Week," says Barbara Maguire, Recording Secretary for the Vancouver Chapter of Professional Secretaries International (formerly National Secretaries Association).

The local chapter is not advocating the week set aside, April 19 - 25, to recognize secretaries, and Maguire feels that recognition should be given, "365 days a year."

One of the aims of PSI is for continuing education. Maguire says, "instead of taking us out to lunch, send us to a seminar."

...Cheryl Haw

DOUGLAS COLLEGE
ARCHIVES